

MORRISON & FOERSTER LLP  
PTO Filing Check Sheet

CLIENT/ MATTER NO.: 559442002000

DATE CHECKED: March 4, 2005

COPIES HAVE BEEN MADE, ARE IN ORDER AND HAVE BEEN FINALIZED? YES NO  
(File and Client copies must also be reviewed for completeness)

TRANSMITTAL FORM

Are the application number, filing date, first inventor, group art unit, examiner and attorney docket number listed correctly and in standard format?

☐☐

Does the transmittal reflect the correct number of pages being submitted?

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Are the boxes checked to show that documents are attached and the number of pages of each?

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Does the "Signature of Applicant, Attorney or Agent" box contain the Firm name and the attorney name and registration number?

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Is the customer number indicated?

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Has the attorney/agent signed (in blue ink)?

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Is the Certificate of Hand Filing affixed to the Transmittal and if applicable.

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Is the name of the person certifying that the package is being hand carried PTO filled-in and is the certificate of First-Class Mail, Express Mail or Hand Filing signed (in blue ink)?

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FEE TRANSMITTAL

Is an up-to-date claim count sheet correctly filled out and attached to the file?

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Are the application number, filing date, first inventor, examiner name, group art unit, and attorney docket number listed correctly and in standard format?

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If applicable, is small entity status indicated?

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Is the box checked to indicate that the deposit account is to be charged and any overage is to be charged to the Deposit Account?

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Is the Transmittal provided in duplicate with the second copy marked "Duplicate Copy for Fee Processing"?

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Are all Subtotal sections and the Total section filled out?

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Has the attorney/agent signed (in blue ink) and is his/her registration number present?

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#### ATTACHMENT(S)

Is the name of the person certifying that the package is being hand carried to the PTO filled-in and is the certificate of First-Class Mail, Express Mail or Hand Filing signed (in blue ink)?

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Is all applicable information listed correctly and in standard format?

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Has the attorney/agent signed (in blue ink)?

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#### POSTCARD

IS ALL OF THE BELOW INFORMATION LISTED CORRECTLY AND IN STANDARD FORMAT?

Inventors

Attorney Docket No.

Application No.

Filing Date

Title

Attorney/Secretary Initials

Mailing Date

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Is everything itemized on the postcard as it is on the transmittal (including number of pages for each document type)?

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#### NEW APPLICATIONS

Have all of pages of the application been counted (specification, claims, abstract)

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If there is a reference to drawings or Figures in the specifications, are copies of all the Figures described in the specification attached to the back of the specification?

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If this is an application entering the National Stage in the United States, is the International Application Number and Filing Date entered properly on the transmittal?

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Are the drawings (formal or informal) labeled on the front side, within the top one inch margin? Are the title, inventor(s), application number and attorney docket number listed correctly and in standard format?

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Does the application contain AT LEAST one claim and are the remaining claims numbered consecutively?

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If there are any multiple claims, do they properly depend?

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Comment: Improper claims can be filed but should be amended in a preliminary amendment.

For national stage applications, has the basic filing fee been paid?

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#### AMENDMENT/RESPONSE/MISSING PARTS

Is the Amendment/Response in proper format?

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Is there a listing of claims with proper status identifiers?

Is each heading on a separate page?

Are all of the pages of the Amendment/Response present (each page should be checked to make sure that all pages are sequentially numbered)?

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Is an Extension of Time necessary, and if so, is it attached? Are the months calculated correctly?

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If this is a Response to a Final Office Action, please confirm that a Notice of Appeal is not yet necessary.

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This filing has been reviewed for accuracy by the following secretarial team:

Primary Secretary

Cherrise Texidor

Checker

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Comments: